

**Casual/Seasonal JOB OPENING**  
**DELAWARE DEPARTMENT OF JUSTICE**

**Opening Date: February 16, 2022**

**Closing Date: Open Until Filled\***

***This is a Casual/Seasonal position (in order to be in compliance with the Delaware Code and provisions of The Affordable Care Act; work hours are to be less than 30 hours per week, or less than 130 hours per month, on average over the course of a fiscal year; July 1 to June 30). This is a position without healthcare benefits. Salary will be commensurate with experience.***

**Casual/Seasonal Administrative Assistant**

**Fraud & Consumer Protection Division, Consumer Mediation Unit  
New Castle County**

Job Responsibilities and Duties: This Casual/Seasonal Administrative Assistant provides administrative support to the Program Administrator of the Automatic Residential Mortgage Foreclosure Mediation Program (the "Mediation Program") which is housed within the Fraud & Consumer Protection Division, Consumer Mediation Unit, in New Castle County. This Administrative Assistant supports the Program Administrator in ensuring the timely and efficient administration of the Mediation Program, including attending mediation conferences in New Castle County and other counties as needed or via Zoom, assisting with e-filing and retrieving Mediation Program documents on File & Serve Xpress, and data entry. This Administrative Assistant will field calls and e-mails from Mediation Program participants and draft correspondence. This Administrative Assistant will also aid the Program Administrator in managing conference calendars and in the coordination of scheduling. This position involves managing a high volume of foreclosure filings and efficient management of the data required to be collected from those filings. Attention to detail and the ability to manage a high volume of work while meeting important deadlines are requirements for this position.

Job Requirements:

This position is part of a career ladder series that incorporates Legal Administrative Specialist levels I, II and III. Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of an Associate's degree or higher.
2. Knowledge of legal terminology.

OR

1. One year of experience in coordinating office activities such as planning/coordinating meetings or conferences; tracking workflow and follow up; composing meeting notes; directing clients/customers; explaining services to the public and customers/clients; establishing or maintaining filing/record systems.
2. One year of experience in document processing which includes reviewing and evaluating records for completeness and conformity with laws, rules, regulations, standards, policies and procedures, resolve deficiencies, interpret information, and track and monitor activities.
3. One year of experience in using standard computer software programs for word processing, spreadsheets or databases.

4. Six months experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
5. Knowledge of legal terminology.

**Minimum Qualifications:** Must be detail-oriented, well organized, and proficient in Microsoft Office Suite. Working knowledge of File & Serve Xpress and basic knowledge of the foreclosure process in Delaware is preferred. Travel to Sussex and Kent counties may be required on occasion.

*Please Note: As a condition of employment, all employees must certify that they are fully COVID-19 vaccinated by September 30, 2021; or be required to test for COVID-19 on a weekly basis starting on September 30, 2021. If hired after September 23, 2021, these certifications or requests must be completed during their initial week of employment. This will be in effect until further notice.*

\*Application Review will commence on **February 22, 2022.**

**Internal Delaware Department of Justice Applicants:** Please submit an updated Resume or summary of work experience to the Director of Human Resources.

**External Applicants:** In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

**OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.**